



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Assistant City Auditor III
3	Posting Number	PN# 106606
4	Department	Controller's Office
5	Division	Audit
6	Section	NA
7	Reporting Location	901 Bagby
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>	
	Performs audits/reviews of all city departments utilizing computer assisted audit tools and techniques. Prepares automated work papers, schedules, and flowcharts (if necessary) to ensure adequate documentation of areas reviewed. Collects, analyzes, interprets, and summarizes moderately complex information, accounting procedures, and operating systems while documenting audit exceptions, findings, and recommendations. Plans audit approach and prepares audit programs and methodology for approval by audit management. Provides guidance and training to new audit employees. Performs various projects as assigned, including special projects, internal control reviews and performance, financial, compliance, revenue enhancement, unannounced and follow-up audits.	
10	<u>WORKING CONDITIONS</u>	
	The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>	
	Requires a Bachelor's degree in Accounting, Business Administration, or a closely related field with 24 hours in accounting/auditing.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>	
	Four years of professional experience in accounting/auditing are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	
	None.	
14	<u>PREFERENCES</u>	
	Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) is preferred.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	
	None	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for his position is: <div>Salary Range - Pay Grade 25</div> <div>\$1,501 - \$1,864 Biweekly \$39,026 - \$48,464 Annually</div>	
18	<u>OPENING DATE</u>	August 24, 2005
19	<u>CLOSING DATE</u>	Open until filled
20	<u>APPLICATION PROCEDURES</u>	
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st floor. Our TDD (Telephone Device for the Deaf) Line phone number is 713-837-9471. Candidates will be notified of their application status. All new and re hires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	